Title: Planned Working Time_Maintain

Processes: Sub-Processes:

HRMS Training Documents

Planned Working Time_Maintain

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/8/04	Emilie Miller	Create
11/28/05	Ileana Maldonado	Update
11/30/05	Ileana Maldonado	Update
9/6/2006	Chylynn Hansel	Update

Version: SME Approved Script

HRMS Training Documents

Purpose

Use this procedure to change an employee's assigned work schedule rule.

Trigger

Perform this procedure when an employee needs a long-term change in their assigned work schedule rule.

Prerequisites

The employee must exist in HRMS and have a previously assigned work schedule rule.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	Example: Make an entry in all required fields.
₽	man and a second se
	Action: Fix the problem(s) and then click (Enter) to proceed.
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.
1	Action: If an action is required, perform the action. Otherwise, click
	(Enter) to proceed.
Confirmation	Example: Save your entries.
or 😵	Action: Perform the required action to proceed.

State of Washington HRMS

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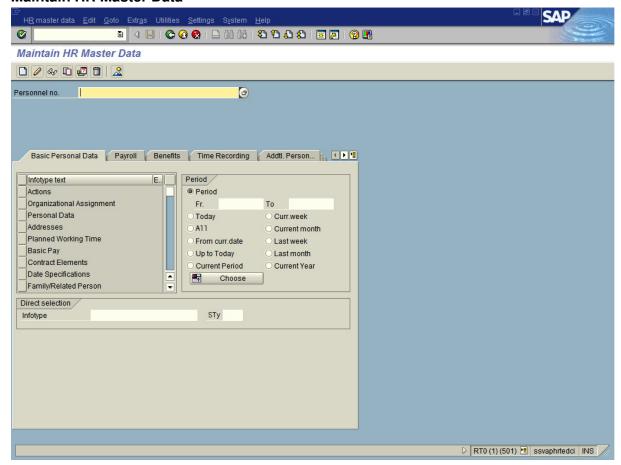
Processes: Sub-Processes :

HRMS Training Documents

Procedure

1. You have started the transaction using the menu path or transaction code PA30.

Maintain HR Master Data



2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number.
		Example: 40000406

Click (Enter) to validate the information. 3.

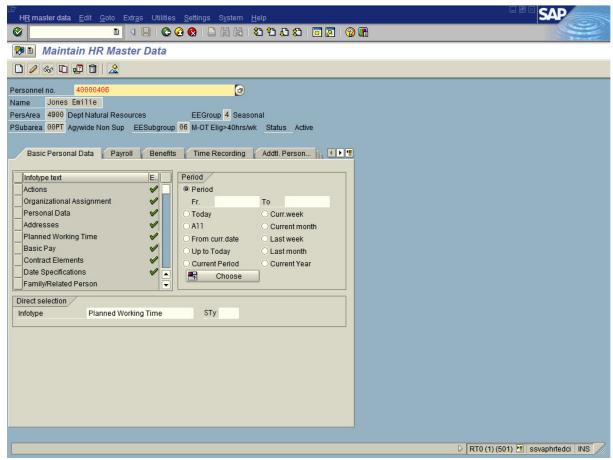
State of Washington HRMS

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Maintain HR Master Data

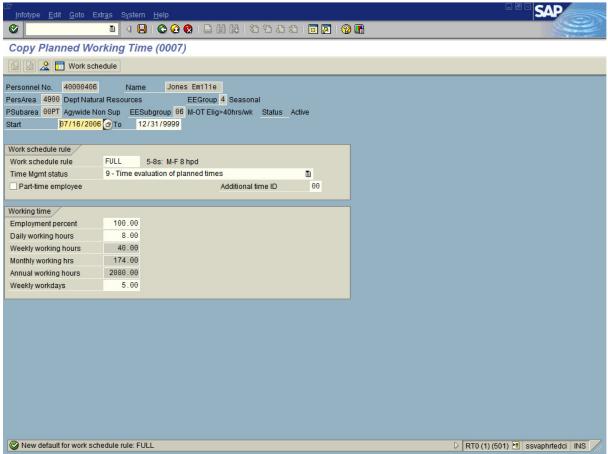


- 4. Click the gray box to the left of *Planned Working Time*.
- Click (Copy) to update the record. 5.

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Copy Planned Working Time



6. Complete the following fields:

Field Name	R/O/C	Description
Start	0	The date the new record begins.
		Example: 10/01/2006
Work schedule rule		A description of the duration and composition of employee working time for any given workday.
		Example: R015

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Field Name	R/O/C	Description	
Time Mgmt status	R	The part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule.	
		Example: 9 – Time evaluation of planned times (for monthly employees and hourly employees with a valid schedule) 1	
		1- Time evaluation of actual times (for hourly employees with a non-valid schedule i.e., 24/7).	
Additional time ID	С	The indicator on how employee leave will accrue Enter: O0 for full normal leave accrual (will default if to normal if field is left blank). O1 for NO leave accrual O2 for sick leave accrual only	
Employment percent	R	The amount of time that an employee works per week in a particular position and is described in terms of a percentage. Example: 100.00	

Click (Enter) to validate the information. 7.

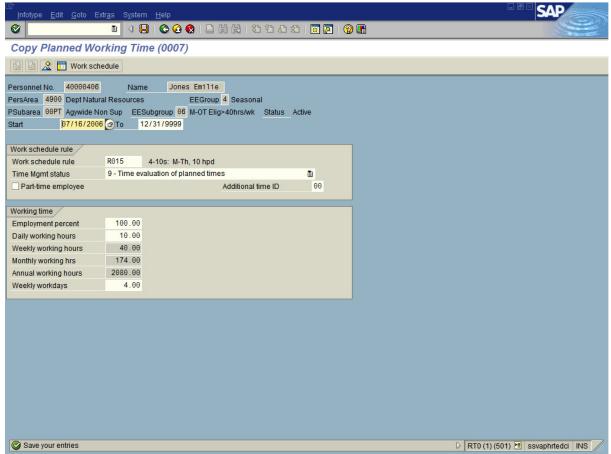
State of Washington HRMS

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HRMS Training Documents

Copy Planned Working Time



- Click (Save). 8.
- 9. You have completed this transaction.

Result

You have changed an employee's assigned work schedule rule in HRMS.

Comments

None.

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